# FS Direct



Direct Communication to Foreign Service Employees and Family Members
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## Click Your Way to FLO Resources

FLO Homepage on the Intranet

http://hrweb.hr.state.gov/flo/index.html

FLO Homepage on the Internet http://www.state.gov/m/dghr/flo

Email FLO - flo@state.gov

## **MEMPLOYMENT**

<u>The Network</u>, the monthly FLO newsletter highlighting the Washington, D.C. job search (scroll down).

## **INFORMATION & RESOURCES**

**FLO Publications** on the Internet may be found at <a href="http://www.state.gov/m/dghr/flo/rsrcs/pubs/">http://www.state.gov/m/dghr/flo/rsrcs/pubs/</a>

## **PS FAMILY MEMBERS**

Youth are the world's future diplomats on the Internet at <a href="http://future.state.gov/">http://future.state.gov/</a>

## **S** FS DIRECT SUBSCRIPTIONS

To subscribe, please use the following links:

Internet: http://www.state.gov/m/dghr/flo/c9156.htm

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Via AAFSW: Visit the FLO area of the AAFSW web site at

http://www.aafsw.org and click on FLO newsletters.
FS Direct is also available on the FLO Internet web site at

http://www.state.gov/m/dghr/flo/rsrcs/pubs/c5709.htm

## **Notes from the Field**

Featuring articles submitted by Foreign Service Officers or their family members serving at posts abroad. Please submit your article to the FLO Publications Coordinator at <a href="mailto:ayerstdm@state.gov">ayerstdm@state.gov</a>.

## MY PERSPECTIVE: BIDDING AND THE FOREIGN SERVICE FAMILY

By Sarah Genton, American Embassy La Paz

Fortunately when my husband Tom bid on La Paz, everything seemed to click, but not until after some careful research to assure that we, as a family, were making the right decision. Assignments impact the lives of every member of a family. Careful research and planning is helpful to avoid a disastrous tour where the post is not a good match for the employee and for a particular family's needs. Reliable information upfront can also avoid curtailments! Around the same time that my spouse is identifying possible work matches and contacting colleagues, my children and I grab that bidding cable from his hands and immediately start our own research. We consider ourselves active players in the bidding process and although we are not ultimately in control of the outcome, at least we know what we're getting into!

Here are some of the resources that I have used over the years to assess whether a post is right for us:

#### Check a Post's Intranet Web Site

For DOS employees with Intranet access (and for USAID employees in Washington and at posts where State and USAID Intranets are connected), go to <a href="http://intranet.state.gov/posts/">http://intranet.state.gov/posts/</a>. A post's Intranet potentially can tell you a lot by providing you with contact information, a review of post programming, and links to the post's CLO Office, schools, the post report, and more. While the sites vary widely in content and format and how frequently they are updated, they are still a worthwhile visit. Consulates are often found under the country's Embassy website.

### **Overseas Briefing Center (OBC)**

The Transition Center's OBC suggests the following Internet bidding resources:

#### **U.S. Government Resources**

- U.S. Department of State Home Page
- U.S. Missions Online
- Travel Warnings and Consular Information Sheets
- Background Notes
- Office of Overseas Schools (School Fact Sheets)

- Country Commercial Guides (Go to Economic Reports)
- CIA World Factbook
- Geographic Health Recommendations
- Library of Congress Country Studies
- Official Post Reports
- United States Agency for International Development

#### **Non-Government Resources**

- Associates of the American Foreign Service Worldwide (AAFSW)
- Real Post Reports: Tales From a Small Planet
- Lonely Planet Destinations
- Canadian Department of Foreign Affairs (Country Internet Sites)
- Overseas Security Advisory Council

OBC offers additional resources on the Intranet at

http://fsi.state.gov/fsi/tc/default.asp?Sec=Overseas%20Briefing%20Center&Cat=Bidding%20Resources

In addition, the OBC maintains a portfolio of information on every U.S. Embassy and Consulate posting overseas, as well as over 600 audiovisuals on life at post. If you give them a country, they will send you an electronic copy of that country's OBC bidding box, including their collection of "Personal Post Insights" from people living at post. Email: FSIOBCInfoCenter@state.gov

#### The Family Liaison Office (FLO)

The Family Liaison Office serves employees (married and single) and family members from all Foreign Service agencies assigned to, serving at, or returning from a U.S. embassy or consulate overseas.

#### **Employment**

The FLO in Washington will provide family members with information about family member employment at a post through their **FAMER** (**Family Member Employment Report**). The FAMER indicates the number and types of positions inside the Embassy for spouses and the number of spouses working outside the Embassy on the local economy. The FAMER will indicate which posts have bi-lateral work agreements. FAMER will also indicate where the **Strategic Networking Assistance Program (SNAP)** is operational. At SNAP posts, a Local Employment Advisor assists in helping spouses find work on the local economy! FLO also provides employment counseling for spouses researching or headed to new posts. A member of FLO's employment staff will send you a copy of a post's FAMER. Email: <u>FLOEmployment@state.gov</u>.

The FAMER is located at <a href="http://hrweb.hr.state.gov/flo/employment/famer.html">http://hrweb.hr.state.gov/flo/employment/famer.html</a>

#### **Child Care**

Spouses and employees with DOS Intranet can also access **FLO's Child Care Report** at <a href="http://hrweb.hr.state.gov/flo/worklife/childcare.html">http://hrweb.hr.state.gov/flo/worklife/childcare.html</a>. The report provides a picture of child care services and pre-schools (including pricing) at posts around the world. The report lists whether the post has a childcare facility inside the Embassy or Consulate, the price of hiring a local nanny, and suggested pre-schools and their pricing. Some posts in Europe will suggest that employees bring a nanny with them! Information is collected from CLO Offices worldwide and compiled once a year.

If you're considering a Washington assignment, AND you are considering bringing your nanny to the U.S., read FLO's paper entitled *Guidelines for United States citizens seeking to bring a nanny/household worker to the United States while on Temporary Assignment in the United States.* This publication is available on the Internet at <a href="http://www.state.gov/m/dghr/flo/rsrcs/pubs/17026.htm">http://www.state.gov/m/dghr/flo/rsrcs/pubs/17026.htm</a>.

#### **Special Needs**

Is access to a Special Needs program a consideration for you and your child's education plan? The Family Liaison Office can point you to the resources you need to make educational choices. Contact FLO Education Officer Rebecca Grappo (GrappoRN@state.gov). Parents of a child who requires special educational support should personally contact schools at potential posts. It is a challenging scenario when a family arrives at post only to discover that the school is unable to meet the needs of their child.

#### **Boarding School as an Option**

If posts you are considering do not have appropriate secondary education for your child and a boarding school is needed, FLO will help you with boarding school options (see The Boarding School Option paper at <a href="http://www.state.gov/m/dghr/flo/14686.htm">http://www.state.gov/m/dghr/flo/14686.htm</a>). FLO Education Officer Rebecca Grappo (<a href="mailto:GrappoRN@state.gov">GrappoRN@state.gov</a>) works closely with families and makes site visits to boarding schools around the country. FLO also knows which boarding schools give scholarships to Foreign Service kids.

### Office of Overseas Schools (A/OPR/OS)

The office is home to the Regional Education Officers (REOs) who are well informed about American and international schools in the geographic regions they represent. They can answer questions about specific schools, especially with regard to curriculum. For instance, Bill Scotti is the REO for South America. He provided us with information about the American Community School, which gave us the confidence to bid on La Paz with high-schoolers. REO email addresses are available on the Internet at <a href="http://www.state.gov/m/a/os/c1686.htm">http://www.state.gov/m/a/os/c1686.htm</a>

If you have a child with special needs and are concerned about a school meeting them, make sure that you also contact A/OPR/OS. The Office of Overseas Schools has been helping schools develop programs for children with special needs for many years, and the REOs are very knowledgeable about what is available in their regions.

The Overseas Schools website (<a href="http://www.state.gov/m/a/os/">http://www.state.gov/m/a/os/</a>) offers a brief synopsis of every American and International School that receives funding from the A/OPR/OS and provides

links to school email addresses. Information on additional educational options is available on CD-ROM, which gives detailed information on more than 450 schools including course offerings, extracurricular activities, graduation requirements, special needs programs, etc. Updated every year, it is distributed to all posts and can be yours for the asking by e-mailing <a href="mailto:OverseasSchools@state.gov">OverseasSchools@state.gov</a>. If you are in the Washington area, you can check the A/OPR/OS resource center, where you may be able to look over a yearbook or a school profile.

**Contact the school directly.** You can use several sites to do that. Check out the Office of Overseas Schools site listed above for contact information. While not an official government resource, international school information can also be found on the Tales from a Small Planet site at <a href="http://www.talesmag.com/rprweb/school/school.shtml">http://www.talesmag.com/rprweb/school/school.shtml</a>.

#### **DOS/ HR/Bidding Tool**

The HR Bidding Tool is for use by DOS employees. For DOS employees with access to the Intranet, here's the link! http://hrweb.hr.state.gov/cda/pdf/BiddingTool.pdf

#### Language

Considering Paris but don't know French? Employees of many government agencies receive language training before heading to an onward assignment. But this is not always true for spouses. For them, not knowing the language in your new location can hamper chances at employment, make one feel like a bore at receptions, and present challenges while going about the day-to-day activities of shopping and exploring your new culture. Lack of language capability also impacts security.

There are many opportunities for EFMs to receive language training for the country of assignment on a space available basis at the Foreign Service Institute (Department of State EFMs are free; other agency EFMs must request tuition from their sponsoring agency). OBC has a complete handout on Language Training Options for EFMS. To request a copy, email FSIOBCInfoCenter@state.gov. The Foreign Service Institute (FSI) currently offers language courses online in German, Greek, Korean, French, Portuguese, Russian, and Spanish. Email: onlinelanguage@state.gov

Distance language learning information is available on the DOS Intranet at <a href="http://fsi.state.gov/fsi/sls/plp/default2.asp?Topic=Distance%20Language%20Learning">http://fsi.state.gov/fsi/sls/plp/default2.asp?Topic=Distance%20Language%20Learning</a>.

Spouses might also check to see if the posts on your bid list have a **Post Language Training Program** or a **Language Grant Program**!

#### **Ask Our Colleagues**

The best information comes from people who have lived in a country and experienced the joys and frustrations first-hand. Network! Ask around. Find employees and family members who have lived in a post you are considering.

#### The Community Liaison Office Coordinator (CLO)!

What would we do without the worldwide network of CLOs! A post's CLO can hopefully provide a balanced view of life at post and answer specific questions. Questions like "I have a kid who is a really good musician. Can we find a good piano teacher in Ouagadougou?" or "I'm bringing a Member of Household to post with me and am wondering what the job prospects might be?" The worldwide CLO list is available on State's Intranet site at <a href="http://hrweb.hr.state.gov/flo/CLO/clolist.html">http://hrweb.hr.state.gov/flo/CLO/clolist.html</a>.

And finally, search the Internet through Google or another search engine. You never know what you'll find! A fun exercise is to go to Google.com, enter the word Expat and see what comes up! There's a wealth of information out there about living in foreign lands.



## **Not-to-be-Missed Information**

## FROM THE DG-PERSONAL CONTINGENCY PLANNING: INSURANCE OPTIONS

#### Dear Colleagues:

During my first 11 months as Director General, I have learned of the deaths of 15 State Department colleagues--members of both the Foreign Service and the Civil Service. The causes of death were as varied as the people themselves but one thing is certain: each one left behind family members who grieve their loss. Nothing can bring back a loved one, but advanced planning can alleviate some of the financial challenges families confront because of the loss of an income.

I encourage all employees to review their life insurance coverage to ensure that the needs of their families will be met if tragedy strikes. FEGLI's open season is now underway and will run through September 30. The Immediate Benefit Plan (IBP), offered by the American Foreign Service Protective Association (AFSPA), will also hold an open season from November 1 through December 15. FEGLI can provide significant financial resources to a family six or more weeks after the death of a covered employee. By contrast, the IBP can fill an immediate need by providing \$15,000 to a beneficiary within two workdays of official notification of death. Please visit the FEGLI and AFSPA websites (<a href="www.opm.gov/insure/life/">www.opm.gov/insure/life/</a> and <a href="www.afspa.org">www.afspa.org</a> respectively) to review their programs and to decide if this is the time to increase your insurance coverage. You may also wish to verify that all designation of beneficiary forms are current. Our families are our greatest treasures. We must make sure that we plan ahead for them.

#### Sincerely,

W. Robert Pearson Director General of the Foreign Service & Director of Human Resources





## **DACOR**

#### YOUR PASSPORT TO THE WASHINGTON METRO AREA

DACOR IS THE ONLY ORGANIZATION IN WASHINGTON THAT BRINGS TOGETHER ACTIVE DUTY AND RETIRED FOREIGN SERVICE OFFICERS AND CIVIL SERVANTS FROM THE STATE DEPARTMENT, USIA, USAID, COMMERCE, CIA, AGRICULTURE AND THE ATTACHE CORPS. SPOUSES

ARE INCLUDED IN MEMBERSHIP AND ARE ENCOURAGED TO TAKE AN ACTIVE PART IN THE CLUB.

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## REVISED CHECKED LUGGAGE ALLOWANCE

The travel regulations on checked luggage weight allowance for travel that begins on a foreign carrier when a traveler is eligible to fly business class but elects economy class with an official rest stop is being amended to authorize excess baggage up to the U.S. Carrier international allowance when beneficial to the USG.

Revisions to 6 FAM 148.1-2 "Checked Luggage Allowance For Travel That Begins On Foreign Carriers" allow a traveler who is authorized business class travel under the provisions of 6 FAM 147.2-4 (b) (7), in excess of 14 hours for TDY/PCS/Medical evacuation, excess baggage with an election to take economy class with an official rest stop versus business class accommodations. The authorizing officer at post, in cases of post funded travel, or the Executive Director of the funding bureau, may authorize an excess checked luggage allowance that will bring the total up to the U.S. carriers international luggage allowance when it is advantageous to the U.S. Government. The checked luggage allowance for international travel that begins on foreign carriers is, for the most part, 44 pounds (20 kilograms) for economy class and 66 pounds (30 kilograms) for first class.

If a Government excess baggage authorization ticket (GEBAT) cannot be issued to pay for the excess weight charges, the traveler may pay for them directly and claim them as a miscellaneous expense documented on his or her travel voucher. The traveler must submit a receipt for excess baggage charges with his or her travel voucher.

If you have any questions regarding this notice, please contact Rodolfo F. Keil, Travel Regulations Acting Section Chief, via email at <a href="keilrf@state.gov">keilrf@state.gov</a>, or via fax at 202-647-9208. You can also email <a href="transportationquery@state.gov">transportationquery@state.gov</a>.



## Employment

## FLO'S JOB SEEKERS NETWORK GROUP BEGINS NEW SEASON



The **Job Seeker's Network Group** is for Foreign Service family members committed to a job search in the Washington, DC area. The group will provide the latest job search information, help to keep you motivated, and put you in touch with others looking for work. The group usually meets twice a month to share information, contacts, tips, and support.

WHAT: Job Seekers Network Group

FOR: Foreign Service family members seeking employment in the

Washington D.C. area

WHEN: Thursday, September 23, 2004

1:00 p.m. – 2:00 p.m.

WHERE: SA-39, Rosslyn Metro Building, Conf. Room 830,

1700 N. Moore Street, Rosslyn

**CONTACT:** Jenneke Fijn van Draat,

**Employment Program Specialist** 

PHONE: (202) 647-1076

**EMAIL:** <u>FLOAskEmployment@state.gov</u>

RSVP: By Tuesday, September 21, 2004

Call or email FLO to get your name on the list.

Please share this meeting date with other Foreign Service spouses seeking employment in the Washington D.C. Area.



## TRAINING OPPORTUNITIES AT FSI

FSI Transition Center presents: (MQ703)

#### **Post Options for Employment & Training**

Thursday, October 28, 2004 9:00 a.m. – 4:00 p.m.

- ✓ Confused by the different types of employment available for family members overseas?
- ✓ Are you working now and concerned about the chances of obtaining a job at your next post?
- Get the straight answers by attending this course.



Open to all foreign affairs agency employees and their adult eligible family members (EFMs). State Department employees/EFMs register through the employee's Training Officer/CDO. All other USG employees/EFMs submit an SF182. Non-State tuition rate: \$190. For further information call FSI Transition Center (703) 302-7268

This course will take place at the George P. Shultz National Foreign Affairs Training Center

#### **FSI Transition Center Presents:**

## **Communicating Across Cultures (MQ802)**

Featuring Dr. Gary Weaver from American University - Noted expert in the field of cross-cultural communication





- Open to foreign affairs agency employees and adult eligible family members (EFMs).
- State Department employees/EFMs register through the employee's training officer/CDO.
- ➤ All other foreign affairs agency employees/EFMs submit an SF-182.
- ➤ Non-State tuition rate: \$190.
- For further information call the FSI Transition Center at (703) 302-7269.

This course will take place at the George P. Shultz National Foreign Affairs Training Center







### Realities of Foreign Service Life (MQ803)

What is it like to be part of the diplomatic community overseas?

Saturday, November 6 9:00 a.m. – 4:00 p.m.



- Open to foreign affairs agency employees and adult eligible family members (EFM) preparing for/returning from overseas assignments.
- State Department employees and adult EFMs register through the employee's Training Officer/CDO.
- All other USG employees/EFMs submit an SF182. Non-State tuition rate: \$190.
- For further information call (703) 302-7268

This course will take place at the George P. Shultz National Foreign Affairs Training Center



## Education and Youth

## TO BE A THIRD CULTURE KID...

Reflections from a Foreign Service CLO Summer Hire Teen

As I prepare to enter my senior year of high school, I find myself looking back on my life. Granted I'm only 16, but each year provides a lot more to reflect on and by spending my summer in Moscow, I have found the time. I was inspired by reading two articles concerning life overseas and being a Third Culture Kid (we affectionately call ourselves TCKs). There is a debate over the value of the particular lifestyle we lead, which is understandable, but personally I wouldn't have it any other way. As far as I can tell, most TCKs are able to appreciate the unique experiences of their lives and handle challenges being thrown at them with ease. And many TCKs plan to spend their adult lives in the same way, traveling through the world and absorbing new cultures.

In life, everything is a compromise and growing up overseas is no exception. In the case of a TCK, one (or one's parents) gives up the security of roots and a hometown in exchange for opportunities unequal to anywhere else. It can be a tough decision, but ultimately I thank my parents for what they chose. Though it hasn't always been easy, I am constantly thrilled by

the life I lead. I have traded jewelry with a 6-year-old in Irian Jaya. I have friends who are from, and who live in, countries all across the globe. I have been to 4 high schools in three years, after being evacuated twice. I have lived in limbo in different temporary housing for a year at a time. I have felt that I am from nowhere and I have felt that I am from everywhere. I have seen my school gym filled with students packing supplies for Indonesians displaced by floods and I have seen their excitement when receiving our packages. I have considered five countries my home. I have conversed with adults who confuse India with Indiana. I have questioned the morals of tourism. I have ached at not feeling connected to a country I considered my home at that time. My experiences are by no means unique among TCKs.

Besides the opportunities provided by living outside of the U.S., I also have the friendship of other TCKs. There is an unknown, silent connection bonding us together, whether strangers or best friends. We share the confusion and have the same sense of wandering... and most of us love it. From siblings who have gone off to college I've heard of the longing for other TCKs – other people who can understand what you've been through. We do not fall under the "international kids" classification, yet we are not Americans in the sense that the others are. We grew up without ever being a local and we remain that way upon returning to the U.S. We belong to a third culture – a wandering world where we are connected by the international schools we attend – and in this small world everyone's lives are intertwined. We are all distantly connected by our past lives. Someone's friend's brother was your 6<sup>th</sup> grade lab partner. Your best friend's closest friend was yours in elementary school. For a TCK, the experience of living in a country that is home to so few of us is the first step in building a friendship.

Though we're all gathered in Moscow at present, my group of friends is already beginning to split as they fan out across the world. These groups are constantly changing as people come and go. I've only been here a year yet I found a welcoming community within Moscow which brought us together. Within this there are sub-communities: the newcomers, the NEC dog owners, the compound girls and the Pokrovsky boys. Upon arrival the newcomers bond, the dog owners meet and greet each other, and the students are nervous and excited to be together again. By winter the groups have been formed and the communities are complete. The newcomers have branched out to get to know everyone. The dog owners have learned each other's names, as well as those of the dogs, and find themselves too often in the dog park. The lunch tables are steadily the same. The compound community knows each other now that everyone has found their niche.

As TCKs and as students, our primary community becomes that of the school. I can say that I have comfortably settled into this community and am happy within it. However, I am saddened by the way our desire to explore our host country is smothered by the long days at school and the shortened days during winter here in Moscow. I do feel as though I am lacking a connection to Russia itself. As TCKs, we are only able to see our host country's culture from a distance. Even the locals attending the international schools are not representative of the whole culture as they are TCKs themselves.

As I prepare for my final year of high school, my goal is to connect with Russia. I need to. Regrets are especially hard to amend once time and distance have come into play. So carpe diem, seize the day, without regrets. I will embed Russia into my soul, incorporate cultural aspects into my personality, and I will leave Russia as a different person.



## Support Services

### **FEGLI 2004 OPEN SEASON!**

For the first time in five years, the Federal Employees' Group Life Insurance (FEGLI) Program is having an Open Season. The season closes on September 30<sup>th</sup>, 2004. This Open Season gives employees in FEGLI eligible positions the opportunity to enroll in the Program (if they don't have Basic now) or change or increase their current FEGLI coverage.

The Director of the U.S. Office of Personnel Management, Kay Coles James, stresses the importance of this Open Season: "Like many things, life insurance needs change over time. That is why I want to make sure you have every opportunity to elect FEGLI coverage without having a physical examination or answering any medical questions."

Please visit <a href="https://www.fegli2004.opm.gov">www.fegli2004.opm.gov</a> to read all about the FEGLI Open Season!

If you have questions regarding the 2004 FEGLI Life Insurance Open Season, please email them to FEGLI@state.gov.



## Book Review

## A Portable Identity: A Woman's Guide to Maintaining a Sense of Self While Moving Overseas

By Debra R. Bryson, MSW and Charise M. Hoge, MSW

Review by Donna Ayerst, FLO Publications Coordinator

You've probably seen the list of top life crises that cause stress. Within the top twenty on that list comes- separation, business readjustment, change in financial state, change to a different line of work, change in the number of arguments with spouse.

When you venture further down the list within the next twenty life stressors, you findchange in responsibilities, spouse begins or stops work, change in living conditions, change in work hours or conditions, change in residence, change in school or college, change in recreation, change in church activities, change in social activities, change in sleeping habits, change in number of family get-togethers, change in eating habits.

I have just highlighted 17 of the top 40 life stressors most likely faced by Foreign Service spouses, and that is without listing change in language!

After working as mental health counselors (both have Master's degrees in Social Work) for expat spouses at a community center in Bangkok, Thailand, Debra (a Department of State FS spouse) and Charise (the spouse of a doctor who works overseas) used their experiences to create a workshop concentrating on the issue of identity and change facing spouses who move overseas in support of their husband's career. When the authors sought out books on the subject of women's identity and change, they found little.

A Portable Identity, written for their workshop, provides a workbook with questions, examples, and exercises, taking the reader from "Who was I?" to "Where I want to be." There is an abundance of self-help books on the market, but this unique workbook gets you to sit down and take on the task of putting your sense of "self" back where it needs to be when coping with a new and different environment. This book is not just about coping with change, but how to get back that person (yourself) you feel you may have lost in the move.

"The whole process of identity loss and transition is a normal process—it just doesn't feel like it is normal," says Debra.

With personal experience as examples, the authors provide their readers with exercises that begin before the move, asking questions that will bring out both positive and negative feelings about the change. Little by little, the reader is guided through identifying the negative aspects of the move, to itemizing the positive. Kind of like a pro and con list, but with guidance, experience, and anecdotal material to steer you in the right direction. The workbook format puts you in charge of the process.

About a third of the way into the workbook, the reader finds they are at the "Turning Point," or transitional state. Here, *The Wheel*, a model devised by the authors, helps to lead the reader out of this transitional state.

"The Wheel is a tool that takes the woman from where her identity was, to where she is able to put her identity back in place. Because some aspects of her identity may change, those aspects may not go in *The Wheel*," counsels Charise.

"The Wheel is all about how the person uses it, strictly a matter of the individual," says Debra.

After reading through *A Portable Identity*, it is obvious that the exercises could be useful to both male or female, and for almost any transition, including retirement, a job change, a domestic move, or wanting to learn how to take charge of change. The bonus is that *The Wheel* can be applied more than once and in more than one situation, including a move back to the US!

To order your copies of *A Portable Identity: A Woman's Guide to Maintaining a Sense of Self While Moving Overseas*, by Debra R. Bryson, MSW and Charise M. Hoge, MSW, send your name and address and check for \$24.95 (Texas residents add 8.50 percent sales tax) plus \$3.50 postage and handling per book for orders within the U.S. or with an APO or FPO address to-- WordWright.biz, Inc., P.O. Box 1785, Georgetown, TX 78627 (payment must be in U.S. dollars using a check with MICR encoding and drawn on a U.S. bank.) You may also order on-line from the publisher at <a href="http://www.WordWright.biz">http://www.WordWright.biz</a> (click on Park Books). For foreign orders you may contact the publisher at <a href="http://www.wordwright.biz">JNwriter@aol.com</a>.